

1       **BOARD BILL 124 COMMITTEE SUBSTITUTE**

2       **INTRODUCED BY ALDERMAN STEPHEN GREGALI**

3       An ordinance relating to the appointment of and salaries of certain  
4       Employees in the Collector of Revenue's Office pursuant to Section 82.610,  
5       Revised Statutes of Missouri, by repealing Ordinance 67808, approved  
6       December 17, 2007, (Chapter 4.44, Rev. Code, St. Louis, 1994, Anno.) and  
7       adopting ten (10) new sections and containing an emergency clause.

8       **BE IT ORDAINED BY THE CITY OF ST. LOUIS, AS FOLLOWS:**

9               **SECTION ONE.** Ordinance 67808, approved December 17, 2007  
10       (Chapter 4.44, Rev. Code, St. Louis, Anno), is hereby repealed and a new  
11       ordinance and a new ordinance and chapter is hereby enacted, to read as  
12       follows:

13              **SECTION TWO.** Pursuant to Section 82.610, Revised Statutes of  
14       Missouri, the Collector of Revenue is hereby authorized to appoint and  
15       employ the following officers and employees with bi-weekly rates, in  
16       accordance with the following classification plan, to a grade with rates  
17       established in Section Three of this ordinance.

18	<b><u>Title</u></b>	<b><u>Grade</u></b>
19	Accounting Clerk	11G
20	Accounting Manager	15M
21	<b>Accounting Supervisor</b>	<b>14G</b>
22	Administrative Assistant	13G
23	Assistant Collector	17M

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1	Assistant Collector, Finance	18M
2	Cashier Manager	15M
3	Collections Manager	15M
4	Compliance Clerk	8G
5	Compliance Manager	15M
6	Compliance Officer	12G
7	Court Clerk	9G
8	Court Clerk Supervisor	13G
9	Custodian	6G
10	Data Processing Clerk	9G
11	Deputy Collector of Revenue	20M
12	Human Resources Manager	16M
13	IRS Auditor	15M
14	Mail Clerk	8G
15	Office Coordinator	13G
16	Paralegal	12G
17	Payroll Clerk	10G
18	Processing Clerk	8G
19	Purchasing Support Services	11G
20	Revenue Clerk I	8G
21	Revenue Clerk II	9G
22	Revenue Clerk III	10G

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1	Revenue Clerk IV	11G
2	Revenue Clerk V	12G
3	Revenue Manager	15M
4	Senior Operations Manager	16M
5	Special Projects Coordinator	14G
6	Supervisor I	12G
7	Supervisor II	13G
8	Supervisor III	14G
9	Supervisor, Mail Processing	12G
10	Supervisor, Taxpayer Services	13G
11	Supervisor Tax Revenue Auditors	15M
12	Tax Revenue Auditor	14G
13	Taxpayer Cashier	9G
14	Taxpayer Customer Service Representative	13G
15	Taxpayer Specialist	9G
16	Tax Suit Coordinator	13G
17	Technology/Data Processing Manager	15M
18	Technology/Website Coordinator	13G
19	TIF/CID Coordinator	13G
20	Training and Development Manager	15M

21           **SECTION THREE. GENERAL PAY SCHEDULE**

22                   (1) There is hereby adopted as the compensations schedule

23       for all pay grades which are denoted by the suffix “G” and “M” in Section

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1 two of this ordinance, the following ranges of salary beginning with the  
2 bi-weekly pay period **concurrent with the effective date of this ordinance.**

3 **BI-WEEKLY RANGE OF PAY IN WHOLE DOLLARS**

4	<b>GRADE</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
5	6	<b>785</b>	<b>1,250</b>
6	7	<b>855</b>	<b>1,363</b>
7	8	<b>933</b>	<b>1,485</b>
8	9	<b>1,015</b>	<b>1,618</b>
9	10	<b>1,106</b>	<b>1,766</b>
10	11	<b>1,207</b>	<b>1,924</b>
11	12	<b>1,315</b>	<b>2,098</b>
12	13	<b>1,455</b>	<b>2,322</b>
13	14	<b>1,675</b>	<b>2,670</b>
14	15	<b>1,925</b>	<b>2,932</b>
15	16	<b>2,215</b>	<b>3,369</b>
16	17	<b>2,547</b>	<b>3,876</b>
17	18	<b>2,737</b>	<b>4,107</b>
18	19	<b>3,010</b>	<b>4,518</b>
19	20	<b>3,621</b>	<b>5,431</b>

20 **SECTION FOUR.** These salaries shall be paid out of fees collected,  
21 deducted and retained by the Collector of Revenue as provided by Sections  
22 82.650 and 82.670, Revised Statutes of Missouri.

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1           **SECTION FIVE.** (a) All pay schedules established in Ordinance 67808  
2           shall continue in effect until the beginning of the bi-weekly pay period  
3           effective upon passage of this ordinance after which time the rate is  
4           established or changed in Section 3(1) of this ordinance shall become  
5           effective and be adjusted as follows:

6           (1) The salary of each employee whose pay range is established in  
7           Section 3(a) (1) of this ordinance and whose class title remains unchanged  
8           or whose class title is changed to better describe/his her position, without a  
9           substantial revision in the class of position shall have their current salary  
10          increased by **3.5%** bi-weekly for a cost of living increase. This provision  
11          shall not apply to employees whose rate is deemed to be above the  
12          maximum of their new salary range except as provided in paragraph (b)  
13          below.

14          (2) The salary of each employee whose pay range is established in  
15          Section 3(1) of this ordinance and whose class has been allocated to a  
16          higher pay grade in the appropriate pay schedule, shall have their current  
17          salary increased by **3.5%** bi-weekly for a cost of living increase.

18           **SECTION SIX.**

19          (a) An appointing authority may evaluate the performance of an employee  
20          whose salary is established in Section 3(a) of this ordinance for the purpose  
21          of a salary adjustment.

22          (1) Exceptional performance of duties:

23          The appointing authority of an employee who demonstrates exceptional

1 performance of duties or outstanding qualifications may, advance the  
2 employee by not more than ten percent (10%).

3 (2) Substandard performance of duties:

4 The appointing authority of an employee whose level of performance is  
5 is significantly diminished and no longer warrants payment at the current  
6 rate within the range may be decreased to a lower rate in the salary range.

7 The granting of any such increase or decrease in salary shall be made at  
8 the beginning of a payroll period.

9 (b) An appointing authority may approve a within-range salary  
10 adjustment in any whole dollar increment up to ten percent (10%) of an  
11 employee's bi-weekly base.

12 (c) the pay of any employee may be decreased as a disciplinary action  
13 by an appointing authority to a lower rate or step within a salary range. The  
14 decrease shall not be greater than fifteen percent (15%) of the current salary  
15 range. In no case shall the decrease be below the minimum of the pay range  
16 for the class. The appointing authority may determine that the pay decrease  
17 shall be effective for a specific number of bi-weekly pay periods.

18 **SECTION SEVEN.** Whenever the Collector of Revenue finds it  
19 necessary to add a new class or reallocate the grade of a class of position in  
20 the classification plan, the Collector shall allocate or reallocate the class to  
21 an appropriate grade in this ordinance and notify the Board of Aldermen of  
22 his action.

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1           **SECTION EIGHT. Full-time classified employees paid a bi-weekly**  
2           **rate who are regularly scheduled to work an average of eighty (80)**  
3           **hours bi-weekly and who are employed on the effective date of this**  
4           **ordinance shall have eight (8) hours of compensatory time added to**  
5           **their balance on that date. The additional compensatory time added to**  
6           **the balance of each employee shall be treated as “Personal Leave”.**  
7           **These hours of compensatory time must be taken between the effective**  
8           **date of this ordinance and October 2, 2009, and shall be taken as paid-**  
9           **time off and may not be granted as pay.**

10          **SECTION NINE.** The passage of this ordinance being deemed  
11          necessary for the immediate preservation of the public peace, health and  
12          safety, it is hereby declared to be an emergency measure and the same  
13          shall take effect and be in force immediately upon its approval by the  
14          Mayor.

15          **SECTION TEN.** Ordinance 67808 and all other ordinances or  
16          parts of ordinance conflicting or inconsistent with the provisions of this  
17          ordinance are hereby repealed.